

 <div style="display: inline-block; vertical-align: middle;"> Washington State Department of Early Learning </div>		SCHOOL AGE CHILD CARE CENTER CHECKLIST		<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Full Date: _____																																				
PROGRAM				<input type="checkbox"/> Relicensing Date: _____	<input type="checkbox"/> Certification Date: _____																																				
STREET ADDRESS		CITY		STATE	ZIP CODE																																				
CENTER TELEPHONE NUMBER		CENTER FAX NUMBER		EMAIL ADDRESS																																					
NAME OF EVALUATOR				OFFICE																																					
CAPACITY	AGE RANGE through			DAYS OF OPERATION																																					
HOURS OF OPERATION a.m. through p.m.				LICENSE EFFECTIVE DATES to																																					
Mark appropriately: A: APPLICANT – To be completed by the applicant. I: INITIAL – To be completed by the licensor and health specialists for initial licensure. F: FULL – To be completed by the licensor and health specialist for full license.																																									
NOTE: Shaded requirements to be completed by the health specialist on initial and initial to full, and by the licensor on relicensure.																																									
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COMMENTS AND RECOMMENDATIONS																																									

2. PROGRAM (CONTINUED)

WAC 170-151-

A I F

- 100** ☐ ☐ ☐ Individual and group activities
- ☐ ☐ ☐ Quiet and active experiences
- ☐ ☐ ☐ Child has daily opportunity for large and small muscle activity and outdoor play
- ☐ ☐ ☐ Regular schedule of activities, special events, and staff planning time
- ☐ ☐ ☐ Transitions between activities and areas are smooth and unregimented

WAC 170-151-

A I F

- 110** ☐ ☐ ☐ Self help skills
- ☐ ☐ ☐ Large and small muscle development
- ☐ ☐ ☐ Creative expression
- 120** ☐ ☐ ☐ Staff interacts frequently with children. Interactions are nurturing, supportive, and respectful

COMMENTS AND RECOMMENDATIONS

3. PROGRAM MANAGEMENT

WAC 170-151-

A I F

- 130** **Behavior Management**
- ☐ ☐ ☐ Behavior management and discipline is based on child's need and development, and is fair, reasonable, and consistent
- ☐ ☐ ☐ Corporal punishment prohibited
- 150** **Night Care**
- ☐ ☐ ☐ Evening and nighttime care meets physical and emotional needs of child
- ☐ ☐ ☐ Staff ratios maintained
- 160** ☐ ☐ ☐ Emergency information accompanies the child on off-site trips
- ☐ ☐ ☐ Prior written parental consent is given for all off-site trips

WAC 170-151-

A I F

- 165** ☐ ☐ ☐ Transportation arranged is safe
- ☐ ☐ ☐ Vehicle has needed seat belts/safety seats for each child
- ☐ ☐ ☐ Licensee or driver has liability and medical insurance
- ☐ ☐ ☐ Operator has valid driver's license
- ☐ ☐ ☐ Staff ratios followed during off-site trips
- ☐ ☐ ☐ Emergency information for each child in group is present
- ☐ ☐ ☐ Driver or staff in vehicle has current first aid and CPR

3. PROGRAM MANAGEMENT (CONTINUED)

WAC 170-151-

	A	I	F	
170	—	—	—	Parent Communication
	—	—	—	<u>Explained:</u>
	—	—	—	Center's policies and procedures
	—	—	—	Philosophy, program and facilities
	—	—	—	Issues related to their child
	—	—	—	Diapering, toilet training, and feeding, if applicable
	—	—	—	Encouragement of participation
	—	—	—	<u>Written:</u>
	—	—	—	Enrollment/admission
	—	—	—	Fee and any payment plan(s)
	—	—	—	Free access by parents to areas used by their child
	—	—	—	Procedure for supervision of children during transition
	—	—	—	Typical activity schedule
	—	—	—	Meals, snacks, and food from home
	—	—	—	Sign-in/out requirements
	—	—	—	Child Abuse and Neglect (CAN) reporting
	—	—	—	Behavior management and discipline
	—	—	—	Non-discrimination policy
	—	—	—	Any religious activities
	—	—	—	Transportation and field trips
	—	—	—	Homework policies
	—	—	—	Ill child practices
	—	—	—	Medical management
	—	—	—	Medical emergencies

WAC 170-151-

	A	I	F	
190	—	—	—	Staff Ratios and Group Size
	—	—	—	Staff ratios are always no less than one staff for every 15 children
	—	—	—	Group sizes are always no more than 30, unless the department has approved variation
	—	—	—	Children are within sight or hearing range at all times.
320				Outdoor Play Area
	—	—	—	A safe outdoor or equivalent play area is provided
	—	—	—	Outdoor or equivalent play area used daily
	—	—	—	A variety of age-appropriate outdoor play equipment is provided
330				Indoor Space
	—	—	—	A minimum of 35 square feet of indoor space per child
	—	—	—	Center has an identifiable space of it's own during operating hours; it may include movable furnishings and equipment
380				Program Atmosphere the Facility Provides:
	—	—	—	Indoor interest areas for focused activities
	—	—	—	Indoor open areas for large muscle activities
	—	—	—	Indoor areas where children can work individually, in small groups and in large groups
	—	—	—	Private spaces indoors where children can rest, play and work alone or with a friend
	—	—	—	A cheerful environment
	—	—	—	The noise level is age-appropriate

COMMENTS AND RECOMMENDATIONS

4. HEALTH AND NUTRITION				
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">WAC 170-151-</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-bottom: 5px;"> A I F </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 10%; text-align: right;">210</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>Current health care plan written, including HIV/AIDS policy</p> <p>Developed with and reviewed by qualified medical professional at renewal or when changes occur</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 10%; text-align: right;">220</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>Children screen daily for signs of illness</p> <p>A separate area is available for the ill child</p> <p>Staff with reportable communicable disease not on duty</p> <p>Staff and children routinely and properly wash hands</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 10%; text-align: right;">230</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>The center administers medication in accordance with regulations</p> </div> </div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">WAC 170-151-</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-bottom: 5px;"> A I F </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 10%; text-align: right;">240</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>Food meets the nutritional needs of children in care and is as required in regulations</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 10%; text-align: right;">250</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>Proper storage, preparation, and service of food</p> <p>If children participate in food preparation for educational purposes, they are supervised</p> <p>Sanitation procedures are followed</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 10%; text-align: right;">260</div> <div style="width: 10%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> <div style="width: 80%;"> <p>Developmentally-appropriate drinking and eating equipment is provided</p> </div> </div>			
COMMENTS AND RECOMMENDATIONS				
5. SAFETY AND ENVIRONMENT				
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5. SAFETY AND ENVIRONMENT (CONTINUED)

COMMENTS AND RECOMMENDATIONS

6. AGENCY PRACTICES

WAC 170-151-

A I F

- 390** Center complies with state and federal non-discrimination laws including the Americans with Disabilities Act:
- — — If center has 15 or fewer employees, director is responsible for compliance with non-discrimination laws. If more, a coordinator is designated.
- — — Discrimination in child care services on the basis of sex, race, color, national origin, religion or disability of child or family members is prohibited.
- — — Center has a policy that criteria for enrollment will not discriminate or tend to discriminate against children with disabilities.
- — — Center has a policy to make reasonable accommodation to physical or mental limitations of disabled children in care or seeking care.
- — — Discrimination in employment is prohibited. Applicants and employees receive notice that center does not discriminate. Job applicants are not required to answer questions about their race, color, national origin, religion*, marital status, age, sex, disability or Vietnam era or disabled veteran status.
- — — If center has 15 or more employees, it has a written discrimination complaint procedure that includes information about what a discrimination complaint is, where and how to file one and timelines for resolving complaints. A secure record maintenance system is available to ensure confidentiality.

* Except centers operated by religious organizations

WAC 170-151-

A I F

- 390**
- — — Center has a policy to make reasonable accommodation to physical or mental limitations of any otherwise qualified disabled job applicant or employee.
- — — If center contracts for any services, there is a non-discrimination clause in all contracts and contractors are monitored for compliance with it.
- — — Center has a policy prohibiting sexual harassment and providing a means for making and resolving sexual harassment complaints.
- 410** — — — If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources, and train staff.
- 420** — — — Children are protected from child abuse and neglect per Chapter 26.44 RCW
- 430** — — — When children are present, including in vehicles, no adult consumes alcohol or illegal drugs
- — — When children are present, including in vehicles, no adult smokes
- 440** — — — Parents have unsupervised access to only their own child

6. AGENCY PRACTICES (CONTINUED)

COMMENTS AND RECOMMENDATIONS

7. CHILD, PROGRAM, AND PERSONNEL RECORDS; REPORTING; AND POSTING**WAC 170-151-**

	A	I	F	
430	—	—	—	Program director meets requirements/qualifications
	—	—	—	References
	—	—	—	Education (transcript/diploma)
	—	—	—	School-age experience (resume)
	—	—	—	Site coordinator meets requirements/qualifications
	—	—	—	References
	—	—	—	Education (transcript/diploma)
	—	—	—	School-age experience (resume)
	—	—	—	Lead/staff meet(s) requirements/qualifications
	—	—	—	High school education or equivalent
	—	—	—	School-age experience
180	—	—	—	Assistants, volunteers and trainees meet requirements and qualifications
200				Documentation that:
	—	—	—	All employees and volunteers have been oriented
	—	—	—	All staff have regular in-service training
	—	—	—	Periodic staff meetings are held for planning and training

WAC 170-151-

	A	I	F	
220	—	—	—	All children, except with approved exceptions, have on file a Certificate of Immunization
450	—	—	—	Confidential file, on the premises, for each child includes:
	—	—	—	Registration data
	—	—	—	Authorizations
	—	—	—	Medical data
	—	—	—	Health data
460				Program records on the premises include:
	—	—	—	Daily attendance
	—	—	—	Copies of illness or injury reports
	—	—	—	Copies of meal and snack menus
	—	—	—	Written plan for staff development
	—	—	—	Activity program
	—	—	—	Record of evacuation drills

7. CHILD, PROGRAM, AND PERSONNEL RECORDS; REPORTING; AND POSTING (CONTINUED)

WAC 170-151-

A I F

- 470** Personnel files on the premises for each employee and volunteer include:
- ☐ ☐ ☐ An employment application (by date of hire)
 - ☐ ☐ ☐ Background check (within seven days of hire)
 - ☐ ☐ ☐ FBI fingerprinting check, if applicable
 - ☐ ☐ ☐ **Record of tuberculosis testing upon employment**
 - ☐ ☐ ☐ **Record of HIV/AIDS training**
 - ☐ ☐ ☐ Documentation of annual training
 - ☐ ☐ ☐ Documentation of submission of STARS training
 - ☐ ☐ ☐ **Food handlers permit, if applicable**
 - ☐ ☐ ☐ **First aid and CPR training, if applicable**
- 480** Immediate reports to the proper person/agency are made of:
- ☐ ☐ ☐ Death, serious injury (oral and written)
 - ☐ ☐ ☐ Suspected child abuse/neglect or exploitation
 - ☐ ☐ ☐ Food poisoning, or communicable disease

WAC 170-151-

A I F

- 490** ☐ ☐ ☐ Plans for new space are reported
- ☐ ☐ ☐ License is issued to valid address, person or organization
- 450** Items clearly visible and posted for parent and staff include:
- ☐ ☐ ☐ The license
 - ☐ ☐ ☐ A list of staff names
 - ☐ ☐ ☐ Typical activity schedule and operating hours
 - ☐ ☐ ☐ Meal and snack menus
 - ☐ ☐ ☐ Evacuation plans and diagram
 - ☐ ☐ ☐ Emergency phone numbers
 - ☐ ☐ ☐ Non-discrimination poster
- Items posted for staff include:
- ☐ ☐ ☐ Dietary and nutrition requirements for particular children
 - ☐ ☐ ☐ Hand washing practices

COMMENTS AND RECOMMENDATIONS

NAME OF PROGRAM							DATE OF EVALUATION				
8. CHILDREN'S FILES (RANDOMLY REVIEW FIVE (5) FILES)											
CHILD'S INFORMATION	ENROLLMENT APPLICATION	HEALTH CARE PROVIDER	HEALTH HISTORY	IMMUNIZATIONS	MEDICAL CONSENT	MEDICATION AUTHORIZATION	MEDICATION DISPENSED	PHYSICAL EXAM DATE	PERSONS WHO CAN REMOVE CHILD		
CHILD # 1											
CHILD # 2											
CHILD # 3											
CHILD # 4											
CHILD # 5											
COMMENTS AND RECOMMENDATIONS											
9. CENTER STAFF QUALIFICATIONS											
STAFF NAMES	EMPLOYMENT APPLICATION	AGE	BACKGROUND CHECK	TB TEST	HIV/AIDS TRAINING	CPR CARD	FIRST AID	FOOD HANDLERS PERMIT	PROGRAM ORIENTATION	STARS TRAINING	
										20 HRS	10 HRS
COMMENTS AND RECOMMENDATIONS											

9. CENTER STAFF QUALIFICATIONS

COMMENTS AND RECOMMENDATIONS

<input type="checkbox"/> Initial Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Initial to Full Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Relicensing Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE